DOCUMENT RESUME

ED 332 032 CE 058 037

AUTHOR Shumate, Katherine E.
TITLE Job-PAK. Job Placement Assistance Kit. Targeting Employment Series. Special Publication No. 59A.
INSTITUTION Ohio State Univ., Columbus. Center on Education and Training for Employment.
SPONS AGENCY Ohio Developmental Disabilities Planning Council, Columbus.
PUB DATE 91
CONTRACT G008630446-88
NOTE 54p.; For a related guide, see CE 058 038.
AVAILABLE FROM Publications, Center on Education and Training for Employment, Ohio State University, 1900 Kenny Road, Columbus, OH 43210-1090 (order no. SN59A: $10.00; related videocassette, SN59B: $25.00; both pieces, SN59: $30.00).
PUB TYPE Guides - Non-Classroom Use (055)

EDRS PRICE MF01/PC03 Plus Postage.
DESCRIPTORS Adults; Career Education; *Disabilities; Employment Practices; *Job Placement; *Job Search Methods; *Marketing; Material Development; Pamphlets; Publicity; *Public Relations; Youth
IDENTIFIERS Targeted Jobs Tax Credit

ABSTRACT

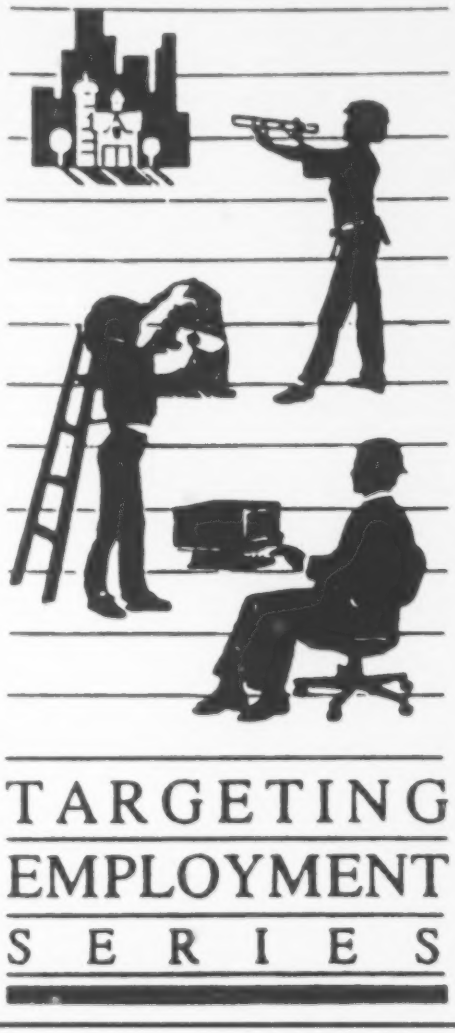
This packet of materials contains the pieces needed to create brochures, flyers, and handouts to market the abilities of persons with disabilities to potential employers. A "how to" section includes a glossary, instructions for reproducing brochures, tips for working with the media, and ideas and suggestions for using the videocassette, "Discovering an Untapped Work Force." Camera-ready artwork is provided for the following items: an introductory brochure for employers; a brochure for employers to share with coworkers of the newly hired person with a disability; handouts for employers about private industry councils, Association for Retarded Citizens' National Employment and Training Program, and Targeted Jobs Tax Credit (TJTC); handouts for employers suggesting ways they can use public service announcements; and a TJTC guide for employers to use to obtain tax credits. The TJTC guide includes sample forms and information to help employers take advantage of any tax credits available. Camera-ready "Targeting Employment" logos in assorted sizes are also provided. Each piece of camera-ready copy has information on the reverse side explaining what the piece is, how it may be used, and which (if any) pieces must go with it to create the final product. (YLB)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

Special Publication No. 59A

ED332032

Job-PAK



TARGETING
EMPLOYMENT
SERIES

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

- This document has been reproduced as received from the person or organization originating it.
- ☐ Minor changes have been made to improve reproduction quality.

- Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

C. Tysser

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

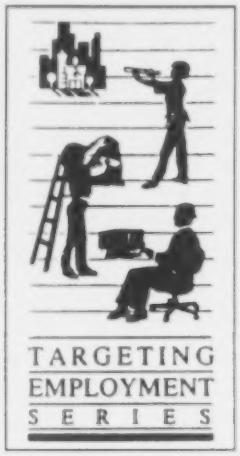
Job Placement Assistance Kit

CE057037

BEST COPY AVAILABLE

Job-PAK Job Placement Assistance Kit

This information is designed to assist you in tailoring the enclosed materials to your needs. Included are some basic principles of graphic design and public relations as well as step-by-step instructions to help you market the abilities of people with disabilities to potential employers. Be creative, use the information here as guidelines, but most importantly, use some of the materials just to show yourself how easy it can be to promote the employment of youth and adults with developmental disabilities.



- The enclosed materials comprise all of the camera-ready artwork you need to print brochures, handouts, and flyers.
- Each piece includes suggestions for use and printing specifications, permitting you to purchase printing as a sophisticated consumer.
- Suggestions for personalization of the pieces are included, as well as suggestions for following up after you distribute your brochures or show the videocassette.
- The enclosed materials also include a component featuring the involvement of local media in your marketing efforts.

Contents

- "How to Use Your Job-PAK" reference guide
- Camera-ready artwork to produce:
  - -- An introductory brochure for employers.
  - -- A brochure for employers to share with coworkers of the newly hired person with a disability.
  - -- Handouts for employers about PICs, ARC/Net, and TJTC.
  - -- Handouts for employers suggesting ways they can use public service announcements.
  - -- A helpful TJTC guide for you and employers to use to obtain tax credits. This includes sample forms and information to help employers take advantage of any tax credits available.
- Camera-ready "Targeting Employment" logos in assorted sizes for your use.

How to Use Your Job-PAK

Job-PAK contains the pieces you need to create brochures, flyers, and handouts to market the abilities of persons with disabilities to potential employers. This section, "How to Use Your Job-PAK," includes instructions for reproducing your brochures, tips for working with the media, and ideas and suggestions for using the videocassette *Discovering an Untapped Work Force*.

Each piece of camera-ready copy has information on the reverse side explaining what the piece is, how it may be used, and which (if any) pieces must go with it to create your final product.

In addition to reaching potential employers with the videocassette and printed brochures and handouts, you may choose to involve the local media (newspaper, radio, and television) in sharing your organization's message with the largest number of people possible. Information about reaching employers in this way is also offered in your **Job-PAK.**

Quick Reference Glossary

backing up. Printing the reverse side of a sheet already printed on one side.

black and white. Originals or reproductions in single color, as distinguished from multicolor.

camera-ready. Materials that have been thoroughly prepared for the printer's camera. Should be of the best possible quality to ensure best reproduction.

copy. The text, artwork, and graphics that comprise the original. Not to be confused with reproduction.

dummy. A set of pages prepared in advance to show the intended size, shape, and form of the finished product.

flaws. Smudges, dirt streaks, fingerprints, blurred type, shadow lines, poor ink coverage, wrinkled paper, etc., which should be rejected.

generation. Each succeeding stage in reproduction from the original copy.

paste-up. The verb form is the process of adhering type and artwork to a separate sheet of paper. The noun form refers to that which has been pasted-up, also called mechanicals.

PSA. The abbreviation for public service announcement.

ream. Five hundred sheets of paper.

trim marks. Marks placed on copy to show the edge of the page of the intended final copy.

Reproducing Your Brochures . . .

There are a number of different options available for the reproduction (printing) of your brochures. These include photocopying, quick print facilities, and commercial print facilities. Each printing option has benefits and drawbacks and may require slightly different treatment of the camera-ready materials provided. In order to make the best decisions for your budget, the following variables affect the price as well as the best printing method for your printing needs: paper, ink, and quantity of reproductions.

Paper

Paper costs can represent up to 40% of your total printing costs. When discussing paper costs, remember that a page is one side of a piece of paper. One feature of paper that affects printing is its weight. Weight of paper is expressed as the weight of a ream of paper cut to a standard size for that type of paper. Paper weight can affect cost in several ways. For example, 70# paper costs about 15% more than 60# paper. Further, 8 pages (4 pieces) of 70# paper weighs slightly more than one ounce meaning you must pay to mail 2 ounces, while 8 pages of 60# weighs just under one ounce and can be mailed more economically.

Another feature of paper is its opacity or how much of what is printed on one side shows through to the other. Because the camera-ready pieces provided are designed to be printed on both sides, it is important to select an opaque paper. A slightly colored paper will also be more opaque. Paper colors vary depending on the paper mill, there is no standard for color names. As a rule, colored papers tend to be more expensive as they get darker--white being the least expensive.

The final important feature of paper is its grade. Bond paper is designed for 1-page printing and lacks the opacity necessary to be printed on both sides. If you must use bond paper, select at least a 24# stock (20# stock is standard for most photocopy machines and will not work well for this application). The best grade choice for reproducing these brochures would be a book stock, either coated or uncoated. Coated stock costs about 20 percent more than uncoated. Quick print presses don't print well using coated stock, however, photocopy machines print well on matte or dull coat, but not on gloss coat. A 60# uncoated book stock, also called "offset paper," would lend itself well to just about any application for the enclosed camera-ready materials.

Ink

All printing methods offer "one color" processes or "black-and-white" printing. When your budget demands one color printing, remember that black is not the only color you might select--it is the most common due to its legibility. Usually, at no additional charge, you can print in a color other than black. Both quick print and commercial print facilities have in-stock standard colors other than black that might be feasible for your use. Of course, most photocopiers only offer black as an ink (toner) option. The important part of selecting ink color is to ensure a good contrast with the paper color selected.

Quantity

In the graphic arts field, print overruns and underruns by as much as 10 percent are considered acceptable. If you require a certain number absolutely, tell your printer the minimum acceptable quantity. For quantities of 100 or less, photocopying may be your best option. For quantities greater than 100 but still less than 2,000 reproductions, quick print facilities might be the best choice. For quantities greater than 3,000, a commercial printer is the best choice. Quantities between 2,000 and 3,000 really depend on the print facilities available in your area.

It is very important to get an estimate from several different printers as prices vary as much as 50 percent in the same town. Be sure to ask for discounts and to ask your printer how many reproductions you would have to print to achieve a better cost per piece.

Step-By-Step

TAKE A LOOK AT THE CAMERA-READY COPY PROVIDED. Notice that the reverse side of each piece includes suggestions for use. Determine which pieces best meet your needs. Notice too that reproducing each of the folded brochures requires two separate pieces of camera-ready artwork. IT IS VERY IMPORTANT that you keep the correct camera-ready pairs together.

PERSONALIZATION OF THE MATERIALS. If your organization has a logo or identifying slogan, feel free to add it to the brochure copy before printing. Your printer may be able to help you add your logo to the camera-ready copy or to use their camera to provide your logo in an alternative size for better fit. If not, use the cleanest possible black and white version of your logo and adhere it to the camera-ready. The best choice of adhesives is wax--small, electric waxers are available at most art supply stores. The second choice would be rubber cement. Take care not to create flaws in the cementing process. Transparent and other tapes are not recommended.

PHOTOCOPYING. If you determine that photocopying is the best method for your budget, here are a few tips that will help you create the best possible product:

- Clean the glass of the photocopy machine with a quality glass cleaner.
- Make a first generation photocopy; use correcting fluid to remove trim marks, flaws, etc.
- Place your photocopy master on the glass and run the requisite number of copies of one side of your brochure--a few extras will give you some room to experiment.
- Place the half-printed brochures in the paper tray (in place of blank paper) and back up your brochure. Use your extras to determine which direction your master must face on the glass and whether the half-printed stack of paper should be face up or down in the paper tray.

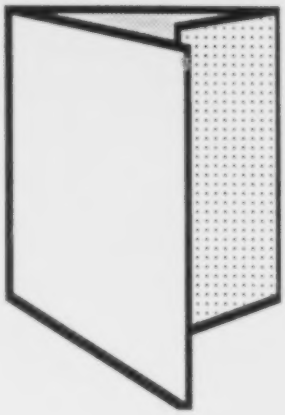
QUICK PRINT AND COMMERCIAL PRINT FACILITIES. Clear, carefully written specifications or "specs" convey to your printer that you know what you're doing. Suggested specifications are provided on the reverse side of each piece of camera-ready provided here. You must provide quantity information and select paper and ink colors. Offer your printer a photocopied dummy to clearly express the final desired appearance (follow instructions in step 3). Sample dummies have been included for your reference. Offering your camera-ready masters, a dummy of the brochure, and clearly written specs will permit your printer to give you a very accurate estimate and an accurate final product.

A Helpful Note . . .

Registration is when a printed image appears on the page precisely where it is intended. Care has been taken to prepare accurate camera-ready masters from which you can work. Registration with photocopy reproductions can vary 1/8 inch, with quick print equipment 1/16 inch, and with commercial printers 1/100 inch.

Step-By-Step
continued

FOLDING. In addition to printing your brochures, folding is another vital step to create the final product. Most quick print and commercial print facilities will have folding machines. If you have your materials prepared by one of these two methods, ask your printer to estimate folding costs for you as part of the total printing price. If you are expecting to photocopy your brochures, check with a printer in your area to get an estimate for folding only. Folding by hand is neither practical nor accurate.



The back of each piece of camera-ready indicates the type of fold to be used. Some handouts are not intended to be folded.

Creative Ideas . . .

In addition to personalizing the camera-ready copy provided here, you may also want to create some brochures of your own design--following the steps here will work for your original ideas as well. The Target Employment logo shown on the cover of your Job-PAK was designed for your free and generous use on materials you share with employers and others.

- One alternative option for printing is to talk with printers in your area and see who has workers with developmental disabilities on their staff--you may create a new job for one of your clients and you may find a printer who will do the job gratis in an effort to help spread the word. If you find such a printer, suggest they add a line of type to the back of the brochure indicating that (1) workers with developmental disabilities printed the brochure and/or (2) Joe Smith's Print Shop supports your efforts. If you find a local printer who employs workers with developmental disabilities, you may urge other organizations to use their print services as well.

- An additional alternative is to contact your local vocational school or sheltered workshop to see if they provide commercial printing to organizations such as yours. Again, urge them to add their name to the back of the brochure.

- Remember, printers want your business, especially if they can expect continued business from you over time, so printers may be good for you to approach not only for printing services but for hiring one or more of your clients. If you succeed in placing a client or student, be sure to continue to use the services of this printer. Use this opportunity to begin your network of potential employers.

Working with the Media

In order to create a successful working relationship with the media in your area, begin by developing a directory of local media people--newspaper editors, monthly magazine editors, television and radio program directors. In your directory include deadlines, frequency of publication, number of daily broadcasts, etc.

In developing a media campaign to attract employers to your organization as a source of potential workers, it is imperative for you to network with other agencies in your area providing similar services. For example–

- If your local media personnel are bombarded with the same request for assistance from all the different agencies, they are very likely to consider promoting such efforts as confusing and not worth their time and effort.
- If you exert significant time and energy to a promotional campaign, employers will begin to respond. If your organization does not have the appropriate worker to place on that employer's job, the potential placement and the employer's interest may be quickly lost. If you don't have the right worker for the job, someone at another agency might.
- Interagency cooperation also gives you the opportunity to become more aware of the services offered by other organizations, both to persons with disabilities and to potential employees.

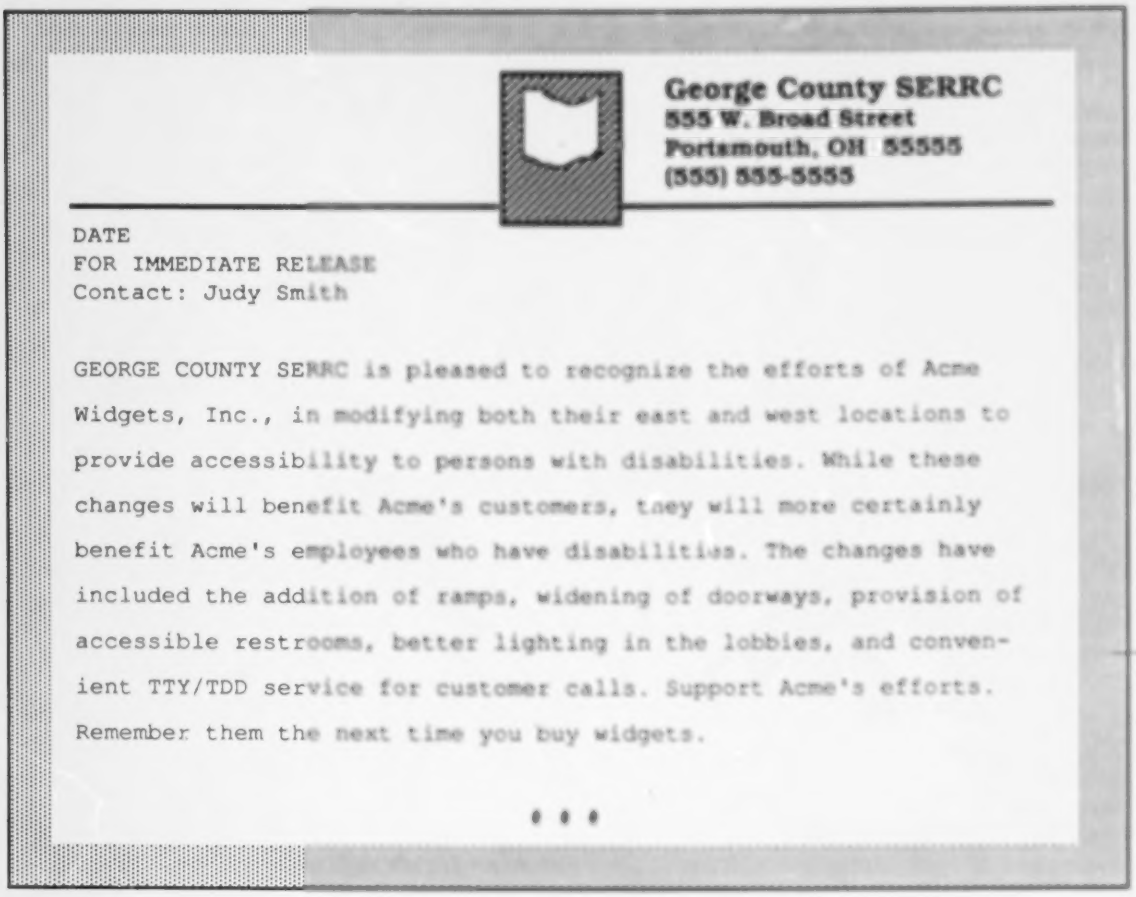
Print Media

When contemplating how you might involve local newspapers and magazines to your best advantage, take the time to really look at the publications. Become familiar with the different sections of the publication and with the names of each section editor. Information about your organization and its programs can be shared in a variety of ways:

- You can submit public service announcements to share events, activities and programs, and for general information.
- You can approach a feature reporter/writer about some aspect of your program with particular community appeal (e.g., a success story).
- You can run advertisements in the business section of these publications (often for a fee).

Your local library should be able to provide a comprehensive list of local publications. In addition, a number of books completely detailing marketing and public relations should be available at the library and may provide a number of creative ideas that would work for you.

The following graphic illustrates the proper format of a PSA for a print medium. When preparing your PSA, include your name and phone number in the upper corner of each page so you can be contacted for more information. Use three pound signs (# # #) to indicate the end of your message. This allows editors to see at a glance if your announcement is more than one page. Type your PSA on your organization's letterhead and be sure to double space.



George County SERRC
555 W. Broad Street
Portsmouth, OH 55555
(555) 555-5555

DATE
FOR IMMEDIATE RELEASE
Contact: Judy Smith

GEORGE COUNTY SERRC is pleased to recognize the efforts of Acme Widgets, Inc., in modifying both their east and west locations to provide accessibility to persons with disabilities. While these changes will benefit Acme's customers, they will more certainly benefit Acme's employees who have disabilities. The changes have included the addition of ramps, widening of doorways, provision of accessible restrooms, better lighting in the lobbies, and convenient TTY/TDD service for customer calls. Support Acme's efforts. Remember them the next time you buy widgets.

# # #

Sample PSA and proper format
(for print medium)

There are some creative ways you can write your PSAs to assure that your agency's program gets regular exposure without boring readers:

The GEORGE COUNTY CHAMBER OF COMMERCE has announced they will reduce Chamber dues for companies who have hired persons with disabilities. For each person with a disability hired, Chamber dues will be reduced by 10 percent. COMMUNITY AGENCY NAME urges you to support your Chamber of Commerce as they support you!

Or you can create a regular weekly or monthly feature that readers will come to expect and may wish to support:

The following companies have been recognized by COMMUNITY AGENCY NAME for their efforts to assist persons with disabilities:

- The Acme Widget Company: hiring persons with disabilities
- Parker Family Restaurant: now offering Braille menus
- The Blade Company: building modifications for accessibility
- The George County Public Library: offering TTY/TDD call services
- The Orange-Pink Company: providing accessible housing.

What can your company do? Call us for ideas at 555-5555.

Television

Many television and cable stations offer a variety of ways for you to share information about your program:

- Community bulletin boards are designed to provide a forum to tell viewer of upcoming events.
- PSAs (audio-visual) share general information about your program.
- Feature stories on the news (i.e., a success story of a worker with a disability), local talk shows, and community access cable programming all offer possible routes to share your message.

The following tips might help you in working with your local television station(s):

- Submit materials to the Public Service Department Director. Make an attempt to meet this person if possible to provide more information about your organization, its programs, and this specific effort.
- Stations are always looking for projects. For example, call the "health expert" directly and ask if he/she would be the spokesperson for your message.
- Do your homework. Watch the station's programming and note when it runs PSAs, community bulletin boards, and "spots" about topics related to employment of persons with disabilities (i.e., news report about shortage of workers in your area).
- Remain positive if you get a rejection and just keep trying.
- If you decide to film your own PSA, it is generally considered wise to avoid political personalities as spokespersons for your programs as the politics or platforms of the personality may not be shared by your target audience.

The videocassette designed to accompany your **Job-PAK,** *Discovering an Untapped Work Force*, includes two sample PSAs for television (one 30-second PSA and one 10-second PSA). One-half inch videotape (VHS) is most commonly used by the general public, so *Discovering an Untapped Work Force* has been produced in this format. As most television stations prefer 3/4-inch or one-inch tape, the PSAs included with *Discovering an Untapped Work Force* are samples only.*

Televised PSAs should include a telephone number so interested employers can contact your organization. Again, cooperating with other agencies can be instrumental to the success of this effort and you may collectively agree that one agency will handle the phone calls and make referrals to other participating organizations. In order to be successful, this effort must be well coordinated.

Often your local station will be willing to do the technical work necessary to add your phone number to the PSA, but your chances of air time are enhanced if the phone number is already included. Check your local yellow pages for audio-visual studios to do this work and don't be afraid to ask if they will do it as a public service.

*Television-quality tapes are available at a nominal cost by writing to the address on the inside back cover of the **Job-PAK.** It is this larger tape which you should personalize with your phone number.

Radio

If you provide your local radio station(s) with written PSAs (using the same format as for print media) and the preferred dates for airing your "spot," the stations will often tape a staff member reading your spot for their use in filling air time. Most stations prefer to provide a reader and tape the spot to receiving a home-made tape read by a nonprofessional voice.

Although the same written format should be used, the writing style will necessarily be different because someone will be reading it. The following tips should help:

- Don't use abbreviation or numerals and spell unusual words phonetically (e.g., "next to the Olentangy [Oh-lynn-tan-gee] River") to ensure accuracy of pronunciation.

- Use short sentences and include descriptive words before nouns (e.g., "the twenty-year-old company president" rather than "the company president, 20").

- Don't worry about repeating yourself. Repeat the important feature of your message several times as people will not have the luxury of "rereading" what you've said.

  – The George County Special Needs program will be graduating fourteen students this Friday. These fourteen new graduates have been trained in clerical and office skills. These newest graduates will be available for hire by local offices after Friday. If your office needs a trained graduate of an excellent clerical program, call 555-5555.

Use of the Videocassette

The videocassette, designed to assist you in marketing the abilities of people with disabilities, is entitled *Discovering an Untapped Work Force*. This 13-minute video features success stories shared by workers with disabilities and their employers. Although appropriate for inservice training sessions, the videocassette is targeted to potential employers.

Some creative ideas for "getting your foot in the door" would include showing the video at the meetings of civic groups, chambers of commerce, PTAs, fraternal organizations, etc. After showing the video, pass out the introductory brochures for employers with your organization's name on the back. Invite your audience to review the brochure, to ask any questions, and to call you or speak to you after the meeting if they have additional questions or the need to hire new employees. You may want to have prepared the handouts about PIC, ARC/Net, and TJTC programs to pass out to potential employers who have dis-

The pieces which follow are the camera-ready masters you need to make your own job development and job placement tools. Complete instructions for using these masters can be found in the "How to Use Your Job-PAK" section. The reverse side of each piece of camera-ready has information explaining what the piece is, how it may be used, and which (if any) additional pieces must be used to create your final product.

To facilitate your use of the camera-ready pieces, "mock-up" versions of each of the finished products are included on colored paper in your Job-PAK. These "mock-ups" are included to give you an idea of what the finished product looks like and for you to share with your printer to ensure accuracy. Complete instructions for using the camera-ready masters can be found in the "How to Use Your Job-PAK" section. These instructions include information about choosing paper and ink colors as well as how to work with a printer to get the results you desire.

Introductory Brochure for Employers
(#1 of 2)

Use: This brochure is designed for you to duplicate and share with employers.

Method: Two pieces of camera-ready copy are required to create the brochure. Once printed, your brochures must be folded vertically into thirds.

Personalization: The central panel of camera-ready #1 includes space for you to add your organization's name and contact information.

The next time you prepare to fill a position with your company, remember the availability of individuals with developmental disabilities. Other employers have hired such workers with tremendous success.

"Our employee works in our mail room department as a courier and shredder operator. She is dependable, conscientious, well liked, and most important, productive."

-- Shirley L. Larke, Staff Recruiter, Mellon Bank, Wilmington, DE

The microfilm processor job is "relatively tedious, and requires a high degree of concentration and confidentiality." Our worker with mental retardation has "proven to be an ideal employee for this position. Before her employment, numerous individuals were hired for the job, with little success."

-- Janet Oliver, Human Resources Manager, Asheville Federal Savings & Loan Association, Asheville, NC

"Tim's performance has been very good. He's learned new skills quickly, he's retained his performance criteria, and he's a delight to be around . . . and I think we have a stronger management team because of the experience. We've opened a lot of lines of communication that we didn't otherwise have."

-- Steven Bean, NCR Company, Dayton, OH

"David gets along well with his coworker. When we paired David with this other worker, the performance of both men improved!"

-- Michael Rohlman, Courtyard by Marriott, Columbus, OH

The Bottom Line

Individuals are sometimes born with disabilities, but no one is born with the ability to understand and accept disabilities. Understanding comes only with experience.

The information presented here is an invitation for experience--hands on, supported experience--to try something you may not have thought of before now. Before you conclude "who is helping whom" in a decision to hire someone with a disability, get the experience.

No one is asking you to do any favors. In fact, there's a good chance that there is someone waiting to do a favor for you, your company, and your bottom line.

For more information about how your company can benefit from hiring a worker with a developmental disability, please contact:

Developed by the Center on Education and Training for Employment with a grant from the Ohio Developmental Disabilities Planning Council.

WHERE . . . Do You Fit In?

- If you are an employer and need solid people to work on your team. . .
- If you are tired of high job turnover rates. . .
- If you are preparing to hire new staff members. . .

Please Read On. . .

Introductory Brochure for Employers
(#2 of 2)

- This is the second of two pieces of camera-ready copy required to create your brochure. Complete instructions are found on the reverse side of camera-ready #1.

Need Skilled Workers?

Companies with intentions of being in business in the year 2000 need to know about the unique challenges posed in matching workers with jobs. Coupled with the increasing skill levels that will be required in new jobs over the next 15 years, is the changing demographic makeup of the workforce. One goal must be to utilize the contributions of all our citizens and rapidly expand the nation's inventory of human skills.

The purpose of this brochure is to share with you, the business person, information about a virtually untapped resouce of workers--those with disabilities--and the organizations designed to help these workers and your business--financially, in the workplace, and in your community.

You may have received this brochure from one of your civic organizations, your local chamber of commerce, a school work-study coordinator or job training coordinator, or other organization or individual. There are a number of people involved in helping to share this information with employers in your area.

Because many employers are hurting for skilled workers and are unaware of the reality of hiring a worker with a disability, this brochure has been created to give you the facts.

WHY. . . Should You Know about Workers with Disabilities?

Research has shown that–

- People with disabilities actually have fewer major injuries on the job as they tend to be more careful than nondisabled employees. The number of minor injuries is about the same.
- People with disabilities have less sick time and unexcused absences than nondisabled employees–fewer excused absences too.
- Insurance rates are **not** increased for the disabled--most people with disabilities possess any special equipment they might need by the age they would be eligible for employment, and, as a result of their disabilities, have maintained better regular medical care than their nondisabled peers.
- People with disabilities show evidence of greater job stability and less job turnover than nondisabled.
- With the assistance of the organizations mentioned in this pamphlet, not only can most training costs of disabled workers be compensated, very often a trainer can be provided and a portion of the person's wages during training can be deducted from your company taxes.
- Some employers may hire people with disabilities as a public service. For others, matching the right person (disabled or not) with the right job is profitable and is, in fact, good business sense.
- With proper training and the right person for the right job, there is no difference in productivity between disabled and nondisabled individuals.
- Some people wear glasses, still others require dentures or braces, and some have other impairments--these conditions don't alter a person's desire to create for themselves whatever lifestyle they might choose.

Another Important Fact

By the year 2000, the percentage of 16- to 24-year olds in the labor force is expected to decline from a current 30% to less than 16%. We are facing a serious shortage of entry-level workers. From the pool of more than 30 million persons with disabilities, some are excellent candidates for entry-level positions. Others, of course, have been leaders of companies and countries.

Brochure for Co-Workers
(#1 of 2)

Use: This brochure is designed for an employer to personalize, duplicate, and share with their employees. Use of this brochure can prepare other employees for working with a person with a disability and can help foster a more accepting environment.

Method: Two pieces of camera-ready copy are required to create the brochure. Once printed, your brochures must be folded vertically into thirds.

Personalization: The front panel is marked to indicate the location for the employer's logo, thereby personalizing the brochure to the company.

"To those 37 million Americans with some form of disability: you belong in the economic mainstream. We need your talent in America's work force. Disabled Americans must become full partners in America's opportunity society."

•George Bush

Developed by the Center on Education
and Training for Employment
with a grant from the
Ohio Developmental Disabilities
Planning Council

Company
Logo
Here

This company has made a commitment to being an equal opportunity employer. This brochure has been designed to help you understand your important role in this commitment.

Brochure for Co-Workers
(#2 of 2)

This is the second of two pieces of camera-ready copy required to create your brochures. Complete instructions are found on the reverse side of camera-ready #1.

In the United States there are an estimated 30 million citizens with disabilities--men and women who have been born with, developed, or, as a result of injury, sustained conditions which limit their abilities in some way. When given the opportunity to work, these citizens pay taxes and contribute to society. When denied the opportunity to work, your tax dollars go to sustain these citizens. The figure below illustrates these different costs.

Costs per Person for 10 Years of Support

Disabilities can affect a person's physical, mental, and/or emotional limits. Some disabilities are easy to see and some are hidden. Obviously it would be impossible to describe what every person in the world is like--similarly, people with disabilities are as diverse as everyone else. The following questions and answers may include some of your concerns about working with a person with a disability.

Whom do I ask if I have questions about the disability?

The first person you should ask is the person with the disability. They will know more than anyone else. Often a person with a disability will prefer to share personal information rather than having someone else give incorrect information or information that may not apply to their disability. It is important to remember common courtesy when asking anyone detailed personal questions.

What is my responsibility to help this person in the workplace?

As with any new employee, making this person feel comfortable and welcome is everyone's responsibility. You may be asked to demonstrate your job, you may offer to lunch with the new employee--no different than any other new person. If you are a supervisor, your employer will help you with any special assistance that might be required of you.

How do I communicate with this person?

This really depends on the person. Start out by talking, just like you would with anyone else. If you think they are having trouble understanding you, repeat yourself using different words. Remember that people with disabilities who have been hired to work are adults, not children, and should be treated as adults.

Will this person be expected to do their share of the work?

Yes. Your employer will carefully match the right person to the right job and, after initial training, the employee with disabilities will be expected to maintain performance levels equal to those of other employees in the same job.

Why did our company hire an employee with a disability?

Our company only hires employees who are qualified to do the jobs they are assigned. Just as you went through the interview process and were screened and determined qualified for your job, so was our new employee.

What is the benefit to me?

Besides an extra pair of hands to share the work load, it is possible that you will benefit in some very unique ways. As supervisors learn new methods of training employees with disabilities and learn to give very clear instructions you are in an excellent position to benefit from these changes. Your tax dollars are not being wasted on a capable person who wants to work. And, you just might make a friend.

Private Industry Councils (PIC) Handout
(#1 of 1)

Use: This handout is to be duplicated and given to employers to provide general information about PIC programs.

Method: Only one piece of camera-ready copy is required to create the handout. You may choose to give employers this PIC handout in conjunction with TJTC and ARC handouts when discussing incentives for hiring persons with disabilities.

Personalization: This piece can be personalized with your organization's address and phone number.

Private Industry Council (PIC)

The Private Industry Council (PIC) can help increase profits for business while getting workers back on the job. Your company's position as a driving force in the community is important. It is estimated that hiring 1 locally unemployed person creates or provides a more secure base for a minimum of 10 other local jobs. That is only the beginning. The employed are then able to spend money, building the local economy. You will have the satisfaction of getting a reliable employee and lowering the unemployment rate in your county. Other benefits of hiring through your local PIC include:

- **Prescreening.** The PIC refers the best qualified applicants for your specific job opening. All applicants are prescreened to save you time and money in the selection process. You are under no obligation to hire anyone who does not meet your requirements.
- **Trained Employees.** The PIC can secure a new employee who is trained to meet your special needs. Local PICs maintain contracts with academic, commercial, technical and vocational training institutions.
- **On-the-Job Training.** OJT enables you to get a worker specifically trained to your job, on your premises. The PIC will reimburse you up to 50 percent of an eligible employees wages for a period of up to six months during training. The trainee's eligibility for OJT and the projected training time determine the percentage of reimbursement.

EXAMPLE

Savings based on a 520-hour (3 month) training program with a 40% reimbursement:

If a trainee earns:	You pay:	You are reimbursed:	Your actual payment is:
$3.50	$1,820.00	$ 728.00	$1,09200
$4.50	$2,340.00	$ 936.00	$1,404.00
$5.50	$2,860.00	$1,144.00	$1,716.00
$6.50	$3,380.00	$1,352.00	$2,028.00
$7.50	$3,900.00	$1,560.00	$2,340.00

There is almost no paperwork involved in this program. All an employer must do is maintain copies of the employee's payroll records and send an invoice every 30 days for reimbursement.

PIC also offers a Summer Youth Employment and Training Program providing youth with disabilities and economically disadvantaged youth (age 14-21) with summer jobs at nonprofit or government agencies. The wages are paid by the PIC.

For more information on how your company can take advantage of any or all of these services, check under Private Industry Council in the business white pages of your local telephone book.

Association for Retarded Citizens (ARC) Handout
(#1 of 1)

Use: This handout is to be duplicated and given to employers to provide general information about the Association for Retarded Citizens and their programs.

Method: Only one piece of camera-ready copy is required to create the handout. You may choose to give employers this ARC handout in conjunction with TJTC and PIC handouts when discussing incentives for hiring persons with disabilities.

Personalization: This piece can be personalized with your organization's address and phone number.

ARC
Association for Retarded Citizens
National Employment & Training Program

The Association for Retarded Citizens' (ARC) National Employment and Training Program (NETP) encourages businesses to provide job opportunities for people with mental retardation. The ARC assists a business in pointing out occupational areas where workers with mental retardation can alleviate manpower shortages. In addition, the program reimburses an employer 1/2 of the entry wage for the first critical 160 hours of employment, and 1/4 of the entry wage for the second 160 hours of employment. This reimbursement will be paid upon completion of training.

In order for an individual to be eligible for the program's services, he/she must–

-- be mentally retarded with a full-scale IQ of 70 or below (as measured by a standardized intelligence test), and;
-- be at least 16 years old, and;
-- be unemployed for at least seven (7) consecutive days, or officially enrolled in school, or;
-- be working part time but seeking full-time competitive employment.

The training site at which the individual with mental retardation is placed must also meet some general requirements.

-- It must be the employer's intent for the trainee to continue as a regular employee after the training period. However, the employer always maintains the right of trainee selection and termination.
-- The employer must pay the trainee no less than the current federal, state, or local (whichever is higher) minimum wage.
-- The employer must hire the trainee for a minimum of 20 hours per week. Full-time employment is required in some cases. Contact NETP staff designated below.
-- The employer cannot hire (or permit the the trainee to be supervised by) an immediate family member.
-- The employer cannot hire a trainee for a position supported by this program if a lay-off status exists for the same or substantially equivalent job.
-- The following types of businesses cannot be reimbursed:
  a. Federal agencies
  b. Sheltered workshops or other agencies which habilitate people with mental retardation
  c. Any facility used for sectarian instruction or as a place for religious worship including religiously affiliated elementary and secondary schools
  d. Businesses which operate only in certain seasons of the year

In order to participate in the ARC/Net Program, the placement person will do the following:
-- Find a job for the person with mental retardation with an eligible employer.
-- Place the trainee on the job.
-- Promptly complete necessary paperwork. The employer simply completes the time and attendance record provided and sends it back to the ARC/Net program office at the end of 320 hours of training.

Roger W. Smith, Regional Director
Association for Retarded Citizens of the U.S.
National Employment & Training Program
6120 University Avenue, Suite 201
Madison, WI 53562
(608) 231-1468

Targeted Jobs Tax Credit (TJTC) Handout
(#1 of 1)

Use: This handout is to be duplicated and given to employers to provide general information about TJTC.

Method: Only one piece of camera-ready copy is required to create the handout. You may choose to give employers this TJTC handout in conjunction with ARC and PIC handouts when discussing incentives for hiring persons with disabilities.

Personalization: This piece can be personalized with your organization's address and phone number.

Targeted Jobs Tax Credit (TJTC)

The Targeted Jobs Tax Credit (TJTC) is an elective federal income tax credit which can be applied to the wages that private employers pay to nine target groups of employees. The tax credit is 40% of the first year's wages (up to $6,000 per employee or $3,000 per summer youth). This means a maximum allowable credit of $2,400 ($1,200 for summer youth) per employee the first year. The credit applies only to employees hired in a business or trade. Maids, chauffers, and other household employees do not qualify for the credit, unless they spend more than half their time working in the employers trade or business.

What are the Nine Target Groups?

1. Recipients of Federal Supplemental Security Income (SSI) cash assistance (for the aged, blind, and disabled). If the client is currently receiving assistance, the award letter from SSI must be provided.

2. Recipients of state or local general assistance cash payments for at least 30 days.

3. Handicapped persons referred to the employer from state vocational rehabilitation (Ohio Rehabilitative Services Commission [RSC], which includes BVR and BSVI), or Veteran's Administration programs.

4. Youth, 18 through 22, from economically disadvantaged families (one whose total income is at or below the 70 percent level of the lower living standard published by the U.S. Dept. of Labor).

5. Vietnam-era veterans who are economically disadvantaged (see definition in 4, above).

6. Youth, 16 through 19, from economically disadvantaged families (see definition in 4, above) who participate in a qualified cooperative education program and thus combine vocational education classroom study with a job.

7. Exoffenders (felons) who are economically disadvantaged (see definition in 4, above) and hired no more than 5 years after release from prison or date of conviction, whichever is more recent

8. Recipients of Aid to Families with Dependent Children (AFDC). For an employer to qualify for the credit, the employee must: (1) be eligible for AFDC on the hiring date and have received it for 90 days immediately prior to being hired, or (2) have been an AFDC applicant.

9. Economically disadvantaged (see definition in 4, above) summer employees, 16 to 17 years of age, who work up-to-90 days between May 1 and September 15. This credit applies only to youth who have never been previously employed by the qualifying employer.

It is necessary for employers wishing to participate in the TJTC program to submit a written request for TJTC certification to an OBES office no later than the first day the employee reports to work. For more information concerning the Targeted Jobs Tax Credit program, please contact your nearest IRS office for Publication 572 or contact your nearest OBES office or phone 614-644-7206.

TJTC credits may be claimed in addition to PIC and ARC/Net. However, actual tax credits reimbursement period may not begin until PIC or ARC/Net reimbursement ends.

For more information on these programs, please contact:

Employer PSA Handout
(#1 of 1)

Use: This handout is designed to be shared with the employer to give them ideas for promoting their company as committed to hiring persons with disabilities.

Method: Duplicate this one-page handout and share it with employers. Suggest they give it to their marketing or personnel manager if they desire.

Personalization: Add your organization's name and phone number as a contact for more information.

Public Service Announcements (PSAs) for Your Use

One technique for sharing your commitment to hiring persons with disabilities is the public service announcement (PSA). A PSA can be used to inform the public of your hiring intentions, your support of organizations and persons who assist persons with disabilities, or to welcome new staff members. The possibilities are limitless. Examples which follow might be used by your company in the business section of your local paper, in news releases and newsletters, as well as read by a company spokesperson on television and radio.

A PSA can be used to announce new additions to your staff. This coverage needn't be restricted to new management staff, but can be extended to show a respectful, caring attitude toward all new members of your staff. In those cases where the new employee is a person with a disability, there is no reason to mention the disability in such an announcement. If a person's previous achievements might, in some way, imply disability, print these achievements only with the permission of the person with the disability. For example:

> *Acme Widgets welcomes John Smith to their research division. Mr. Smith, a track and field standout for the last three Special Olympic Games, will be working as a mail courier at Acme's northeast location.*
>
> *Acme Widgets, Inc., is proud to announce the addition of Jane Doe as a microfilm machine operator on their staff. Ms. Doe, formerly of the Buckeye Company, learned microfilm machine operations at Central Vocational School in Greenville.*

A PSA might also be used to express your commitment to hiring persons with disabilities. In such use, the message should reflect your company attitude, not explicit examples of "who was hired with what disability." For example:

> *Acme Widgets has long respected the importance of new and innovative techniques to improve the quality of their products. By no means a new idea, Acme also respects finding just the right person to do their job. With Acme, finding the right person includes ALL PEOPLE regardless of age, sex, race, religion, or disability.*
>
> *Acme Widgets was a proud sponsor of the Ohio Special Olympics again this year, but they certainly seemed partial to following the events of one specific athelete, John Smith. Smith is one of Acme's own and works in their research division as a mail courier. Forty Acme employees wore T-shirts emblazoned with John's name as they cheered him to victory in his five different track and field events.*

Targeted Jobs Tax Credit (TJTC) Brochure
(#1 of 9)

Use: This brochure can be duplicated and used by job development personnel, job placement personnel, as well as potential employers. Please note that there is a separate, one-page, TJTC handout that summarizes some aspects of this brochure.

Method: The completed brochure can be printed on 8 1/2" x 11" paper and stapled or on 11" x 17" paper and folded. As pieces of paper have two sides, printers always work with even numbers. Nine pieces of camera-ready are required to make this brochure, so page 10 is a blank.

Personalization: This piece can be personalized with your organization's name and address. In addition, there is a blank tenth page available for your use in providing additional information.

Targeted Jobs Tax Credit (TJTC)

What is TJTC?

The Targeted Jobs Tax Credit (TJTC) is an elective federal income tax credit which can be applied to the wages that private employers pay to nine target groups of employees. The tax credit is 40% of the first year's wages (up to $6,000 per employee or $3,000 per summer youth). This means a maximum allowable credit of $2,400 ($1,200 for summer youth) per employee the first year. The credit applies only to employees hired in a business or trade. Maids, chauffers, and other household employees do not qualify for the credit, unless they spend more than half their time working in the employer's trade or business.

What are the nine target groups?

1. Recipients of Federal Supplemental Security Income (SSI) cash assistance (for the aged, blind, and disabled). If the client is currently receiving assistance, the award letter from SSI must be provided.

2. Recipients of state or local general assistance cash payments for at least 30 days.

3. Handicapped persons referred to the employer from state vocational rehabilitation (Ohio Rehabilitative Services Commission [RSC], which includes BVR and BSVI), or Veteran's Administration programs.

4. Youth, 18 through 22, from economically disadvantaged families (one whose total income is at or below the 70 percent level of the lower living standard published by the U.S. Dept. of Labor).

5. Vietnam-era veterans who are economically disadvantaged (see definition in 4, above).

6. Youth, 16 through 19, from economically disadvantaged families (see definition in 4, above) who participate in a qualified cooperative education program and thus combine vocational education classroom study with a job.

7. Ex-offenders (felons) who are economically disadvantaged (see definition in 4, above) and hired no more than 5 years after release from prison or date of conviction, whichever is more recent.

8. Recipients of Aid to Families with Dependent Children (AFDC). For an employer to qualify for the credit, the employee must: (1) be eligible for AFDC on the hiring date and have received it for 90 days immediately prior to being hired, or (2) have been an AFDC applicant.

9. Economically disadvantaged (see definition in 4, above) summer employees, 16 to 17 years of age, who work up-to-90 days between May 1 and September 15. This credit applies only to youth who have never been previously employed by the qualifying employer.

How is the process initiated?

The employer must submit a written request to the local employment service office for certification. This request must be received by the local office or postmarked no later than the day the employee reports to work. A written request consists of ONE of the following: (1) a note from the employer which clearly identifies the employer, the employee, and the employee's start date [see sample prerequest voucher, page 3], OR (2) a completed TJTC voucher (form ETA8468) signed and dated by the employer [see sample TJTC voucher, page 8].

Targeted Jobs Tax Credit (TJTC) Brochure
(#2 of 9)

- This is the second of nine pieces of camera-ready copy required to create your brochure. Complete instructions are found on the reverse side of camera-ready #1.

What are the limitations of TJTC?

1. The amount of an employer's deductions for wages paid is reduced by the amount of tax credit.
2. The credit is limited to 90 percent of tax liability after this liability is reduced by other applicable credits. Any unused portion of the credit may be carried back 3 years or forward 15 years.
3. An employee must work for the same employer for at least 90 days or 120 hours (14 days or 20 hours for qualified summer youth employment) for the employer to claim credit.
4. No credit may be claimed on rehired employees, unless he or she was certified during their previous employment. The credit ends the day before the employee's first anniversary date, based on the original date of hire.

Step-By-Step Procedure for Obtaining TJTC for Students with Disabilities

I. Determine Eligibility

- ☐ Check general regulation for TJTC.
- ☐ Contact local Rehabilitation Services Commission (RSC/BVR/BSVI) to obtain a referral. In order to be eligible for TJTC, the student must belong to at least one specific target group. For students with disabilities, The Bureau of Vocational Rehabilitation (BVR) determines eligibility through a written rehabilitation plan.
- ☐ Check employer's eligibility. Employer must be in a profit-making trade or business to qualify for the credit. All non-profit organizations and community employers are excluded.
- ☐ Check if the employer receives other federally-funded support (e.g., OJT reimbursement) for the employee during the same period. NOTE: Employer may receive ARC/Net or PIC funds prior to claiming TJTC, but MAY NOT receive funds concurrently.

II. Applying for TJTC

- ☐ Obtain voucher (regarding student eligibility) from RSC/BVR.
- ☐ Have employer complete Part II, Employer's Declaration of the Voucher and return to the designated local agency (OBES) no later than the new employee's first day of work (see sample on page 8).
- ☐ Employer receives the Employer Certification from OBES. This must be retained with the employer's tax records.
- ☐ If, for some reason, RSC/BVR eligibility is not feasible at time of hire, the vocational coordinator may elect to request student's SSI award letter and present it to the local OBES office for certification.

Targeted Jobs Tax Credit (TJTC) Brochure
(#3 of 9)

- This is the third of nine pieces of camera-ready copy required to create your brochure. Complete instructions are found on the reverse side of camera-ready #1.

Sample Letter to Obtain Prerequest Voucher

Kate Smith, D.V.M.

1234 E. Broad Street, Columbus, Ohio 40000 • 555-5555

April 10, 19--

Ohio Bureau of Employment Services
Local Office
City, OH ZIP

RE: TJTC Pre-request

I will be hiring John Doe to begin working for my office as an animal care assistant on May 1, 19--, at a starting wage of $3.35 an hour. John's address is 44 E. Ridge Street, Columbus, OH 40000, and his social security number is 111-11-1111.

I will schedule a certification interview with your office for some time next week.

Cordially,

Kate Smith

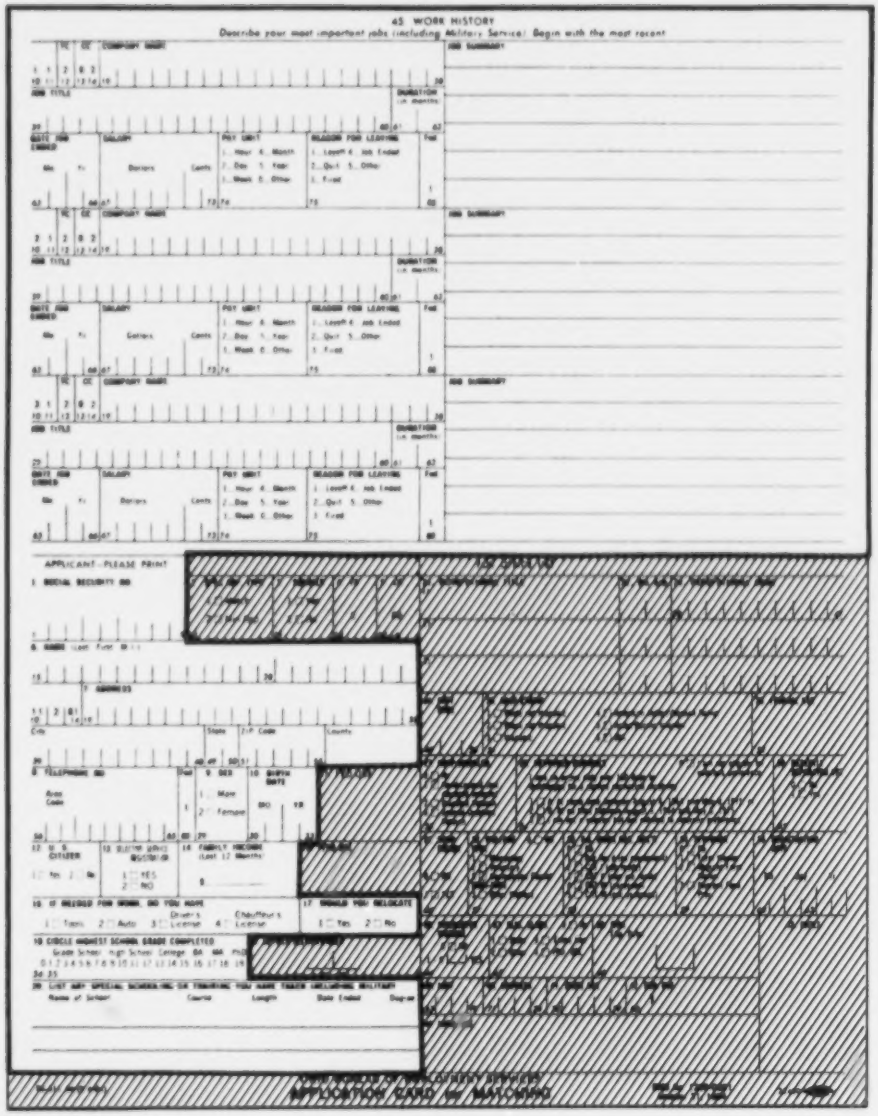
Kate Smith, D.V.M.
Federal Tax I.D. # PE 127555 X

The TJTC Process

- Eligibility determinations are performed by State Employment Security Agencies (SESAs) on jobseekers who either apply directly to the SESA or are referred by an employer. If determined eligible, they are issued vouchers. For the cooperative education target group, this is done by the schools.
- Before a worker is hired, the employer completes a section of the voucher, signs and returns it to the SESA (or school). The information required on the voucher is the name and address of the firm; the employer's federal tax identification number; the employee's job title, starting date, and starting wage; the date and the employer's signature. This must be returned to the certifying agency no later than the day the employee reports to work.
- The SESA sends the employer a certification form on each eligible worker. This form provides the employer all the evidence he/she needs to claim the tax credit. Again, schools issue certifications on cooperative education students. The certifications must be signed by a representative of the issuing agency.
- Employers claim the tax credit by filing IRS Form 5884 with their federal income tax returns. The certification forms themselves are NOT filed with the returns but are retained by the employers for their tax records.

Targeted Jobs Tax Credit (TJTC) Brochure
(#4 of 9)

- This is the fourth of nine pieces of camera-ready copy required to create your brochure. Complete instructions are found on the reverse side of camera-ready #1.



SAMPLE APPLICATION CARD
(reduced)

The highlighted area is to be completed by the vocational coordinator or the Ohio Bureau of Employment Services (OBES) client (applicant).

At right is an actual size replica of the application card.

BEST COPY AVAILABLE

Targeted Jobs Tax Credit (TJTC) Brochure
(#5 of 9)

- This is the fifth of nine pieces of camera-ready copy required to create your brochure. Complete instructions are found on the reverse side of camera-ready #1.

45. WORK HISTORY

Describe your most important jobs (including Military Service). Begin with the most recent.

Job 1

TC | CC | COMPANY NAME | JOB SUMMARY

JOB TITLE | DURATION (in months)

DATE JOB ENDED (Mo, Yr) | SALARY (Dollars, Cents) | PAY UNIT (1 Hour, 2 Day, 3 Week, 4 Month, 5 Year, 0 Other) | REASON FOR LEAVING (1 Layoff, 2 Quit, 3 Fired, 4 Job Ended, 5 Other) | Fed

Job 2

TC | CC | COMPANY NAME | JOB SUMMARY

JOB TITLE | DURATION (in months)

DATE JOB ENDED (Mo, Yr) | SALARY (Dollars, Cents) | PAY UNIT (1 Hour, 2 Day, 3 Week, 4 Month, 5 Year, 0 Other) | REASON FOR LEAVING (1 Layoff, 2 Quit, 3 Fired, 4 Job Ended, 5 Other) | Fed

Job 3

TC | CC | COMPANY NAME | JOB SUMMARY

JOB TITLE | DURATION (in months)

DATE JOB ENDED (Mo, Yr) | SALARY (Dollars, Cents) | PAY UNIT (1 Hour, 2 Day, 3 Week, 4 Month, 5 Year, 0 Other) | REASON FOR LEAVING (1 Layoff, 2 Quit, 3 Fired, 4 Job Ended, 5 Other) | Fed

APPLICANT—PLEASE PRINT

1. SOCIAL SECURITY NO
2. SPEC APP TYPE (1 Match, 2 Min App)
3. SUMMER (1 Yes, 2 No)
4. TC (2)
5. CC (80)
6. NAME (Last, First, M.I.)
7. ADDRESS
City | State | ZIP Code | County
8. TELEPHONE NO (Area Code)
9. SEX (1 Male, 2 Female)
10. BIRTH DATE (MO, YR)
11. FED USE
12. U. S. CITIZEN (1 Yes, 2 No)
13. SELECTIVE SERVICE REGISTRATION (1 YES, 2 NO)
14. FAMILY INCOME (Last 12 Months) $
15. FED USE
16. IF NEEDED FOR WORK, DO YOU HAVE (1 Tools, 2 Auto, 3 Driver's License, 4 Chauffeur's License)
17. WOULD YOU RELOCATE (1 Yes, 2 No)
18. CIRCLE HIGHEST SCHOOL GRADE COMPLETED (Grade School 0 1 2 3 4 5 6 7 8 9; High School 10 11 12; College 13 14 15 16; BA 17; MA 18; PhD 19)
19. SERVICE DELIVERY AREA
20. LIST ANY SPECIAL SCHOOLING OR TRAINING YOU HAVE TAKEN INCLUDING MILITARY (Name of School, Course, Length, Date Ended, Degree)

FOR OFFICE USE

21. OCCUPATIONAL TITLE
22. Mo Exp
23. OCCUPATIONAL CODE
24. CNTY CODE
25. RACE/ETHNIC (1 White not Hispanic, 2 Black not Hispanic, 3 Hispanic, 4 American Indian Alaskan Native, 5 Asian Pacific Islander, 6 [illegible])
26. FEDERAL USE
27. HDCP/DISABLED (0 No, 1 Handicapped (not disabled veteran), 2 Disabled Veteran, 3 Special Disabled Veteran)
28. VET/OTHER ELIGIBLES (I was on active duty over 180 days or discharged for a service connected disability. 1 A At some time between August 4, 1964 and May 8, 1975 or 2 B At no time between August 4, 1964 and May 8, 1975. 3 I am not a veteran but am entitled to veterans preference. 0 I am not eligible for veterans preference.)
29. RECENTLY SEPARATED VET (0 No, 1 Yes)
31. ECON DISADV (0 NO, 1 YES)
32. WELFARE/WIN (0 No, 1 Mandatory, 2 Voluntary, 5 Unemployed Parent, 3 Other Welfare)
33. F.S. WORK REG REC'D (0 No, 1 Reg Rec'd (no assessment), 2 CAT I (job ready), 3 CAT II (non job ready), 4 CAT III (assessed), 5 CAT III (not assessed))
34. SER/MIGR (0 No, 1 Farm Worker, 2 Migrant Farm Worker, 3 Migrant Food Proc.)
35. REGISTRATION DATE (Mo, Day, Yr)
36. DISLOCATED WORKER (0 NO, 1-9 YES)
37. ELIG CLAIM (0 No, 1 State, 2 Other, 3 Extnd Ben, 4 FED USE)
38. JTPA (Elig. Deter)
39. LOFT
40. STA/DESA
41. STATE USE
42. FED USE (1)
43. DATES
44. LOCAL USE

ES-511 JM (R 4-84)

OHIO BUREAU OF EMPLOYMENT SERVICES

APPLICATION CARD for MATCHING

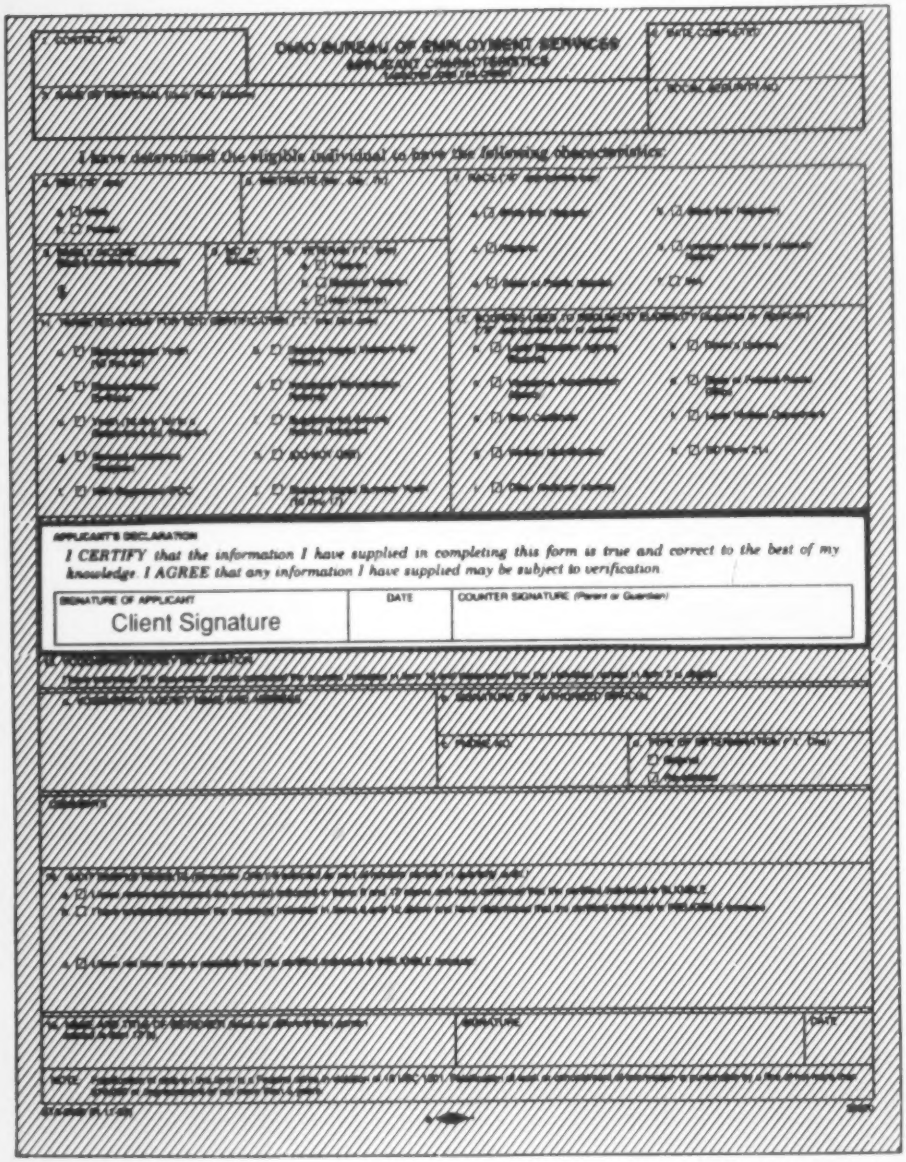
OMB No. 1205-0001
October 31, 1984

22480

BEST COPY AVAILABLE

Targeted Jobs Tax Credit (TJTC) Brochure
(#6 of 9)

- This is the sixth of nine pieces of camera-ready copy required to create your brochure. Complete instructions are found on the reverse side of camera-ready #1.



OHIO BUREAU OF EMPLOYMENT SERVICES
APPLICANT CHARACTERISTICS

I have determined the eligible individual to have the following characteristics:

APPLICANT'S DECLARATION

I CERTIFY that the information I have supplied in completing this form is true and correct to the best of my knowledge. I AGREE that any information I have supplied may be subject to verification.

SIGNATURE OF APPLICANT: Client Signature | DATE | COUNTER SIGNATURE (Parent or Guardian)

SAMPLE APPLICANT
CHARACTERISTICS FORM

This form will be completed by a BVR representative. The client must sign where indicated.

At right is an actual size replica of the form.

BEST COPY AVAILABLE

Targeted Jobs Tax Credit (TJTC) Brochure
(#7 of 9)

- This is the seventh of nine pieces of camera-ready copy required to create your brochure. Complete instructions are found on the reverse side of camera-ready #1.

1 CONTROL NO	**OHIO BUREAU OF EMPLOYMENT SERVICES** **APPLICANT CHARACTERISTICS** TARGETED JOBS TAX CREDIT	2 DATE COMPLETED
3 NAME OF INDIVIDUAL *(Last, First, Middle)*		4 SOCIAL SECURITY NO

I have determined the eligible individual to have the following characteristics:

5 SEX *("X" one)*	6 BIRTHDATE *(Mo., Day, Yr.)*	7 RACE *("X" appropriate box)*
a. ☐ Male b. ☐ Female		a. ☐ White *(not Hispanic)* b. ☐ Black *(not Hispanic)* c. ☐ Hispanic d. ☐ American Indian or Alaskan Native e. ☐ Asian or Pacific Islander f. ☐ INA

8 FAMILY INCOME *(Last 6 months annualized)*	9 NO IN FAMILY	10 VETERAN *("X" one)*
$		a. ☐ Veteran b. ☐ Disabled Veteran c. ☐ Non-Veteran

11 TARGETED GROUP FOR TJTC CERTIFICATION *("X" one box only)*		12 SOURCES USED TO DOCUMENT ELIGIBILITY *(Supplied by Applicant) ("X" appropriate box or boxes)*	
a. ☐ Disadvantaged Youth (18 thru 24)	b. ☐ Disadvantaged Vietnam-Era Veteran	a. ☐ Local Education Agency Records	b. ☐ Driver's License
c. ☐ Disadvantaged Ex-Felon	d. ☐ Vocational Rehabilitation Referral	c. ☐ Vocational Rehabilitation Agency	d. ☐ State or Federal Parole Office
e. ☐ Youth *(16 thru 19) in a* Cooperative Ed Program	f. ☐ Supplemental Security Income Recipient	e. ☐ Birth Certificate	f. ☐ Local Welfare Department
g. ☐ General Assistance Recipient	h. ☐ (DO NOT USE)	g. ☐ Welfare Identification	h. ☐ DD Form 214
i. ☐ WIN Registrant/AFDC	j. ☐ Disadvantaged Summer Youth *(16 thru 17)*	i. ☐ Other *(Indicate source)*	

APPLICANT'S DECLARATION

I CERTIFY that the information I have supplied in completing this form is true and correct to the best of my knowledge. I AGREE that any information I have supplied may be subject to verification.

SIGNATURE OF APPLICANT	DATE	COUNTER SIGNATURE *(Parent or Guardian)*

13 VOUCHERING AGENCY DECLARATION

I have examined the documents and/or contacted the sources indicated in Item 12 and determined that the individual named in Item 3 is eligible

a. VOUCHERING AGENCY NAME AND ADDRESS	b. SIGNATURE OF AUTHORIZED OFFICIAL	
	c. PHONE NO	d. TYPE OF DETERMINATION *("X" One)* ☐ Original ☐ Revalidated

COMMENTS

14 AUDIT SAMPLE RESULTS *(Complete ONLY if selected as part of random sample in quarterly audit.)*

a. ☐ I have reviewed/contacted the source(s) indicated in Items 8 and 12 above and have confirmed that the certified individual is ELIGIBLE

b. ☐ I have reviewed/contacted the source(s) indicated in Items 8 and 12 above and have determined that the certified individual is INELIGIBLE because

c. ☐ I have not been able to establish that the certified individual is INELIGIBLE because

15 NAME AND TITLE OF REVIEWER *(Must be different than person named in Item 13 b)*	SIGNATURE	DATE

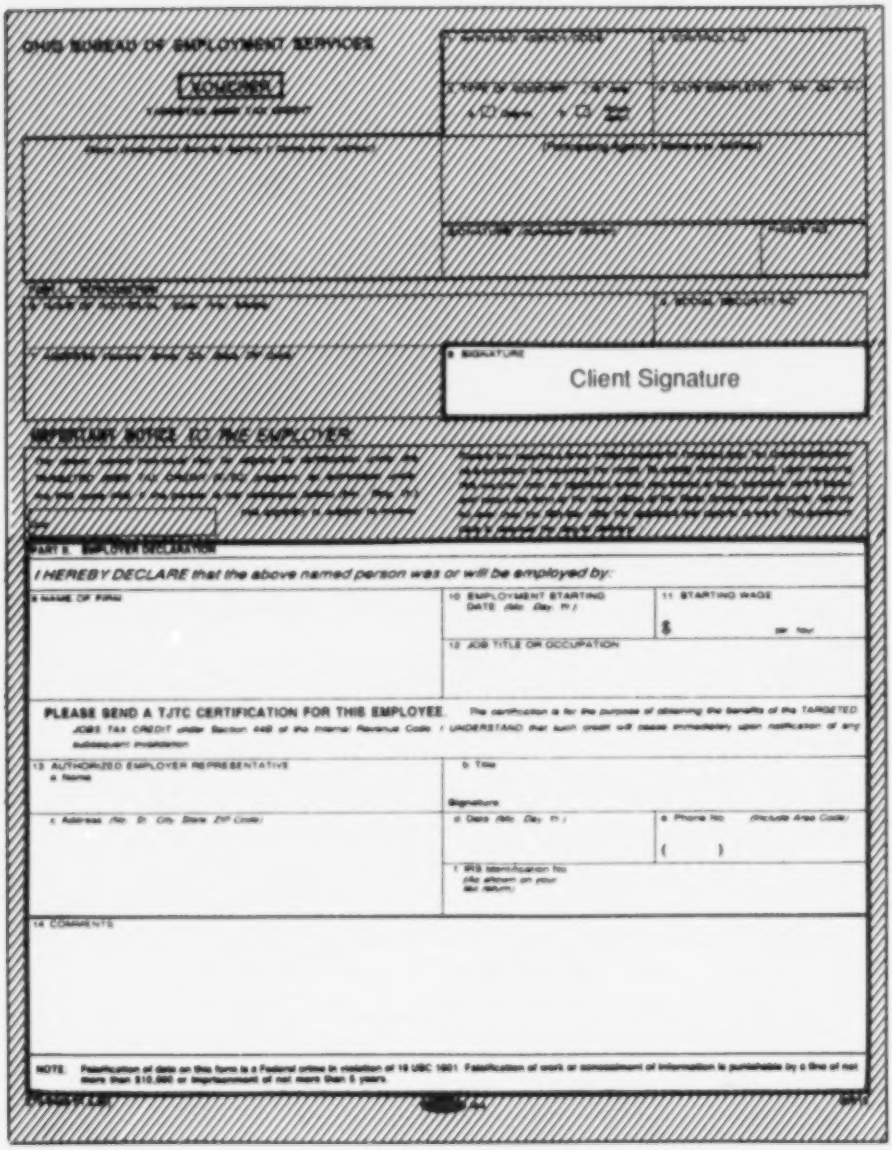
NOTE: Falsification of data on this form is a Federal crime in violation of 18 USC 1001. Falsification of work or concealment of information is punishable by a fine of not more than $10,000 or imprisonment of not more than 5 years

ETA-9469 (R 11-83) 22620

BEST COPY AVAILABLE

Targeted Jobs Tax Credit (TJTC) Brochure
(#8 of 9)

- This is the eighth of nine pieces of camera-ready copy required to create your brochure. Complete instructions are found on the reverse side of camera-ready #1.


OHIO BUREAU OF EMPLOYMENT SERVICES

VOUCHER

Client Signature

SAMPLE VOUCHER

This form must be completed by the employer and the employer and the client must sign where indicated.

If a pre-request letter is not sent, OBES must first complete their portion of the form. Then employer completes form and mails back to OBES. It must be postmarked no later than the employee's start date or credit will be forfeited.

At right is an actual size replica of the form.

BEST COPY AVAILABLE

Targeted Jobs Tax Credit (TJTC) Brochure
(#9 of 9)

- This is the ninth of nine pieces of camera-ready copy required to create your brochure. Complete instructions are found on the reverse side of camera-ready #1.

OHIO BUREAU OF EMPLOYMENT SERVICES

VOUCHER

TARGETED JOBS TAX CREDIT

1 INITIATING AGENCY CODE	2 CONTROL NO
3 TYPE OF VOUCHER ("X" one) a ☐ Orginal b ☐ Revalidation	4 DATE COMPLETED *(Mo., Day, Yr.)*

(State Employment Security Agency's Name and Address)

(Participating Agency's Name and Address)

SIGNATURE *(Authorized Official)* | PHONE NO

PART I. INTRODUCTION

5 NAME OF INDIVIDUAL *(Last, First, Middle)*	6 SOCIAL SECURITY NO
7 ADDRESS *(Number, Street, City, State, ZIP Code)*	8 SIGNATURE

IMPORTANT NOTICE *TO THE EMPLOYER:*

The above named individual may be eligible for certification under the TARGETED JOBS TAX CREDIT (TJTC) program, as authorized under the IRS code 44B. If the person is not employed before (Mo., Day, Yr.) Date *, this eligibility is subject to review.*

Federal law requires a timely written request for Targeted Jobs Tax Credit certification as a condition for receiving the credit. To satisfy that requirement, upon receiving this voucher from an applicant whom you intend to hire, complete part II below and return the form to the local office of the State Employment Security Agency no later than the fifth day after the applicant first reports to work. The postmark date is deemed the day of delivery.

PART II. EMPLOYER DECLARATION

I HEREBY DECLARE that the above named person was or will be employed by:

9 NAME OF FIRM	10 EMPLOYMENT STARTING DATE *(Mo., Day, Yr.)*	11 STARTING WAGE $ per hour
	12 JOB TITLE OR OCCUPATION	

PLEASE SEND A TJTC CERTIFICATION FOR THIS EMPLOYEE. *The certification is for the purpose of obtaining the benefits of the TARGETED JOBS TAX CREDIT under Section 44B of the Internal Revenue Code. I UNDERSTAND that such credit will cease immediately upon notification of any subsequent invalidation.*

13 AUTHORIZED EMPLOYER REPRESENTATIVE a Name	b Title Signature	
c Address *(No., St., City, State, ZIP Code)*	d Date *(Mo., Day, Yr.)*	e Phone No. *(Include Area Code)* ( )
	f IRS Identification No. *(As shown on your tax return)*	

14 COMMENTS

NOTE: Falsification of data on this form is a Federal crime in violation of 18 USC 1001. Falsification of work or concealment of information is punishable by a fine of not more than $10,000 or imprisonment of not more than 5 years.

ETA-8468 (R 5-85) ZS-6 22619

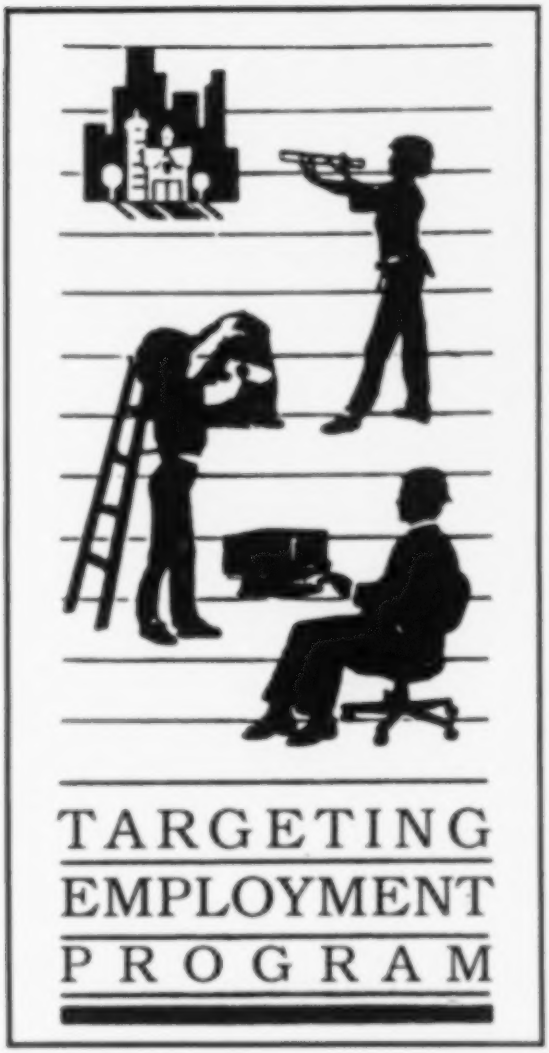
BEST COPY AVAILABLE

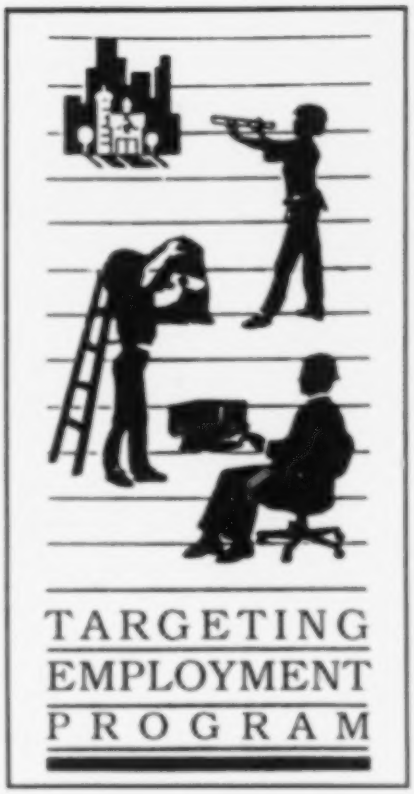
Targeting Employment Logos
(#1 of 1)

Use: These logos may be duplicated on any materials you may develop to promote your programs. For example, you might duplicate the logo on sticky paper and use it to identify your materials or may duplicate it on clear, sticky acetate and give to employers to display in their window to indicate their participation in your program.

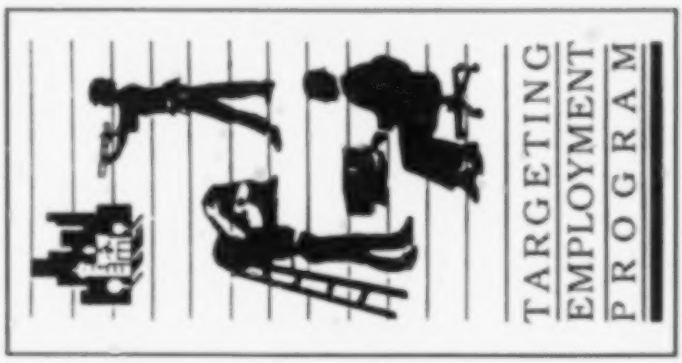
Method: Be creative. Use the logos in any way you desire to promote your organization's role as a source of quality employees.

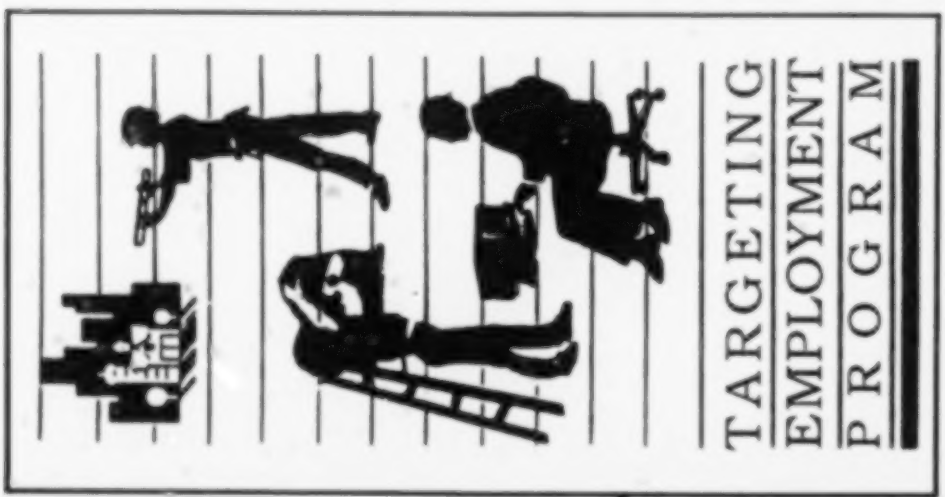
Personalization: Use the logo on materials already personalized to your organization.


TARGETING
EMPLOYMENT
PROGRAM


TARGETING
EMPLOYMENT
PROGRAM

TARGETING
EMPLOYMENT
PROGRAM


TARGETING
EMPLOYMENT
PROGRAM


TARGETING
EMPLOYMENT
PROGRAM

TARGETING
EMPLOYMENT
PROGRAM

New Resources for Job Developers

Job Placement Assistance Kit (Job-PAK)
No. SN 59A $10.00

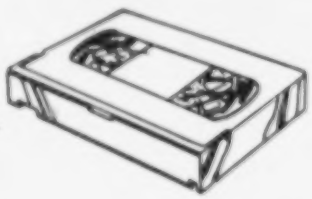
For use by school and agency personnel with job development and job placement responsibilities, the Job-PAK includes valuable tools to market the abilities of people with disabilities to potential employers. Accompanied with step-by-step instructions for using each component, the Job-PAK also contains camera-ready copy for you to produce your own brochures, handouts, and flyers.

The topical information in the Job-PAK features:

- Setting up a local marketing campaign to attract employers and increasing their awareness of your organization or agency as a resource for quality workers.
- How to work with your local media representatives.
- Introducing employers to the idea of hiring persons with disabilities.
- Redirecting the fears, doubts, and excuses employers may offer.
- Sharing information about the financial incentives available to employers and how to obtain them.

Discovering an Untapped Work Force (videocassette)
No. SN 59B $25.00

"Discovering an Untapped Work Force" is a 13-minute videocassette featuring employment success stories as shared by workers with disabilities and their employers. Targeted to potential employers, this videocassette is a valuable tool in marketing the abilities of people with disabilities.



Following the 13-minute feature, two sample audio-visual public service announcements (one 30-seconds and one 10-seconds) are included. Ideas for using these video tools as a vital part of your marketing effort are explained in the Job-PAK.

No. SN 59–Special Package Price for Both Pieces $30.00
No. SN 59A ..... $10.00 **No. SN 59B $25.00**

ORDERING INSTRUCTIONS

To order additional copies, please use order number and title. Orders of $10.00 or less should be prepaid. Make remittance payable to the Center on Education and Training for Employment. Mail order to:

Center on Education and Training
for Employment
Center Publications
1900 Kenny Road
Columbus, OH 43210-1090

Prices listed are in effect at the time of publication of this book. All prices include postage and handling. Prices are subject to change without notice.

Quantity Discounts
Orders of five (5) or more items, as listed by publication number and title, with a total dollar value for the order of:

$ 50 to $100, the discount is 5%
$101 to $200, the discount is 10%
$201 to $300, the discount is 15%
$301 to $400, the discount is 20%
$401 and above, the discount is 25%

International Orders
All orders, in any amount, from outside the United States and its possessions are to be paid in U.S. currency. Additional postage and handling charges may be added for foreign shipments if necessary.

This product was developed by the Center on Education and Training for Employment (formerly the National Center for Research in Vocational Education) under a grant from the Ohio Developmental Disabilities Planning Council.

Katherine E. Shumate ..... Author/Designer
Susan K. Dziura ..... Computer Graphics
Margo Vreeburg Izzo ..... Project Director

BEST COPY AVAILABLE

THE OHIO STATE UNIVERSITY

CENTER ON EDUCATION
AND TRAINING FOR EMPLOYMENT
THE OHIO STATE UNIVERSITY
1960 KENNY ROAD • COLUMBUS, OHIO 43210
Telephone (614) 486-3655 or (800) 848-4815